Comprehensive School Improvement Plan (CSIP) Redesign Technical Assistance

Iowa Department of Education
How to Navigate the New CSIP Web-based System
CSIP Web Site Instructions
June 4, 2004

Note: This Power Point has been <u>revised as of 6/4/04</u> to include additional information from the Power Point used on the accompanying technical assistance videotape for the CSIP web site.

Review: What is a CSIP

- **The CSIP is a district-wide planning tool that guides the instructional focus (goal priorities) for school districts and accredited nonpublic schools in Iowa. A CSIP does not contain all that a school does; it contains actions that are centered on improving teaching and learning, at a minimum, in the areas of reading, mathematics, science, and other local indicators for student achievement.**

Review: How should the CSIP focus efforts?

CSIP—District Level Plan

(contains district career development plan)

Community Level

Building Level

Classroom Level

Teacher Level

Student Level

Alignment of Actions with Student Needs

Review: What are the functions of the CSIP?

1. A multi-year vision/direction for alignment of school efforts,

2. A multi-year plan to improve teaching and learning, and

3. A multi-year partial application for state and federal programs that support district goals.

Why are schools using a CSIP web-based system rather than submitting a paper CSIP to the DE?

- **Greater stakeholder accessibility to the district plan to improve student learning**
- **Increased awareness of actions implemented by schools across the state**
- **Greater efficiency in meeting state and federal legal obligations**
- **Annual opportunity for CSIP updates**
- **Increased viability for sustaining public focus**

The CSIP rule/statute interpretation matrix does not contain all requirements from state general accreditation standards, state-funded programs, and federally-funded programs. Why?

- Only those state and federal requirements that most closely impact the improvement of teaching and learning are incorporated into the CSIP.

- Other state and federal requirements are monitored for compliance through other venues.

In addition to the CSIP, what are the other venues used to monitor compliance with state and federal statute and rule?

- **CSIP**
- **Assurances**
- **Other**
- **Program Budget Worksheets (addressed by program consultants at the DE)**
- **Comprehensive Site Visit**
- **Annual Progress Report (APR)**

   Note: Schools must meet all state and federal requirements—compliance monitoring occurs at different times and in different ways.

What are the primary obligations with regard to putting its CSIP into the system?

- **Answer each of the four constant conversation questions.** (A school may choose to input information via the sub-questions or not.)

- **Use clear, jargon-free language**—the PLAN should emerge so that people who access the web site can easily understand student needs and what the school is doing to meet those needs.

- **Accurately write all CSIP requirement codes** near content that demonstrates compliance.

When does a school "certify" (final approval) its CSIP which signals the Department that it is ready to read?

- **Certification will occur any time starting September 1, 2004.**

- **You should complete CSIP information entry any time prior to September 15.**

When will a school receive feedback about its CSIP?

- **It is expected that schools will receive electronic feedback through the CSIP web-based system some time November-December.**

When will the CSIP web site be "live"—so that anyone can access a school's CSIP?

- **It is expected that schools will have a "window" of time to make corrections that might be needed after Department reading of CSIPs.**

- **After this window, access will be "live." Reasonable projections might be December-January of the 2004-05 school year.**

How does a public school district access the CSIP web-based system?

- **Access the Department of Education's web site and submit your CSIP information by going to http://www.edinfo.state.ia.us**

- **A login screen will appear and you will use your district number and password provided by your superintendent.**

- **Select "Comprehensive School Improvement Plan."**

How does an accredited nonpublic school access the CSIP web-based system?

- **Access the Department of Education's web site and submit your CSIP information by going to http://www.edinfo.state.ia.us**

- **A login screen will appear and you will contact the person who completes the certified annual enrollment for your building or system for log-in/password information.**

- **Select Comprehensive School Improvement Plan NP if you represent an accredited non-public school.**

CSIP Requirements Codes

- **CSIP requirements must be met within designated constant conversation questions. (Use the CSIP rule-statute interpretation matrix—a document provided to you last October.)**

- **Requirement codes are categorized by the four constant conversation questions, <u>not</u> by sub-questions.**

CSIP Requirements Codes

- **Requirements codes will keep appearing at the bottom of "sub-questions" screens until you have entered the CSIP content and the requirement "codes" that meet that those requirements.**

CSIP Requirements Codes

- **However, when a requirement code appears at the bottom on a sub-question box it <u>does not</u> mean that you must address that requirement within that sub-question. You must address it "somewhere" among the sub-questions for that particular constant conversation question.**

Meeting CSIP Requirements
How do I know how much detail to provide for a particular requirement?

- If you place a CSIP requirement code near CSIP content, readers will make no assumptions that the requirement is met just because the code exists.

- The code MUST be accompanied by enough description for clarity.

Meeting CSIP Requirements
How do I know how much detail to provide for a particular requirement?

- **Using "one or two words" to meet a requirement is not acceptable. <u>Readers will not make assumptions about what the district may be planning based upon a word or two</u>. The district will be non-compliant with that requirement, as a result.**

- **However, since there are space limitations in the CSIP web-based system, the level of detail needed to implement building-level action plans, etc. are kept locally.**

General CSIP Web Site Instructions

- **The Update button serves as a "Save" button. Use it as you would the "Save" function on your computer.**

- **Always read the instructions on the screen before doing anything.**

- **You can move from one pull-down menu to another by selecting from the pull-down "Form" box near the upper right hand corner of each screen under the heading "Iowa Department of Education." To do so, select a pull-down option and click "Go."**

- **"Exit" in the upper right hand corner will exit from this site and take you take to the sign in screen. Only do this when you have clicked "Update" and are ready to exit the site.**

General CSIP Web Site Instructions

- The system will list the requirements for each Constant Conversation Question.

- When you type in information that fulfills a particular CSIP requirement, that requirement will automatically be removed from the list.

- When you have completed all the requirements within a Constant Conversation Question, none of them will remain on the list and you will know that you have addressed the question and its requirements.

General CSIP Web Site Instructions

- **Be careful about choosing to enter CSIP information through Option 1 or Option 2.**

- **After you have selected one of the options, use that option throughout the process.**

- **If you try to change to the other option mid-stream, <u>all information will be lost</u>.**

General CSIP Web Site Instructions—Sub-questions

- **If you are using Option 1 and have no information related to a sub-question, please enter the word NONE.**

- **Leaving the sub-question blank will give you an error message indicating that the item is not completed.**

Reminder: The district career development plan (framed around the Iowa Professional Development Model) is incorporated in the CSIP.

The district career development plan should be focused on improving student achievement clearly described, and evident in meeting all requirements on the following slides:

District Career Development Plan Requirements

- **Evidence of alignment between professional development and long-range goals**

- **Evidence of alignment among student achievement data, goals, and professional development content**

- **Evidence of focus on instruction, curriculum, and assessment**

District Career Development Plan Requirements

- **Evidence of research-based learning opportunities**

- **Evidence of professional development alignment with Iowa Teaching Standards**

- **Evidence of approved professional development provider**

District Career Development Plan Requirements

- **Evidence of student achievement data analysis, theory, classroom demonstration/practice, technology integration, observation, reflection, and peer coaching/collaboration**

- **Evidence that professional development includes all K-12 teachers responsible for instruction**

District Career Development Plan Requirements

- **Evidence of the evaluation of the effectiveness of the district career development plan through—**
  - **Student achievement data**
  - **Formative data**
  - **Summative data**

Public School Districts Funding Screen

- **Public schools select <u>Comprehensive School Improvement Plan</u> which takes them to the first screen which is a FUNDING screen.**

- **Read the instructions on the screen carefully and check the boxes that indicate the programs for which your district's CSIP functions as partial application for funds.**

- **This step triggers program requirements that will appear later based upon the programs you checked.**

Whole-Grade Sharing Districts

- If your district accesses funds (alone or through a consortium), it must "check" that funding source on the funding screen.

- For example, if your district whole-grade shares with another district and you send your students in grades 7-12 to another district, even though you do not directly serve those students, you must still "check" Perkins funds since the funds are generated through your district.

Whole-Grade Sharing Districts

- **Since your students are served by the district with whom you have the whole-grade sharing arrangement, Perkins requirements PERK1, PERK2, and PERK3 can be addressed in the following manner within your district's CSIP:**

  "Our district whole-grades share with _____ and our students in grades _____ are served by that district. All Perkins requirements will be met in that district's CSIP."

Accredited Nonpublic Schools Do NOT use the Funding Screen

- **Non-public schools select <u>Comprehensive School Improvement Plan NP</u>. Since non-public schools do not apply for money through the CSIP, no "funding" action is necessary. This is an important step because it controls what requirements will appear later on the site.**

Status Screen

- **Go to the "Form" screen at the top right hand site, select Status, and click Go. This will take you to the "Status" screen.**

- **Read the instructions on the screen carefully. You will notice red boxes that indicate the current status of each sub-question's answer that you have entered.**

- **The red boxes indicate that a particular sub-question has not been answered.**

Status Screen continued

- Color and words in each box will change as you write answers to sub-questions to tell you the current status of your work as it relates to the sub-questions.

- You can click the "Go" button in any box and you will go to that individual question to write your answer.

Status Screen, continued

- **Near the bottom of this page you must select either Option 1 or Option 2 and <u>stick with that option</u>. Option 1 allows you to use the sub-questions and Option 2 allows you to answer each of the four major constant conversation questions by themselves with no sub-questions. Select one of the options that will work best for you.**

- **Changing options mid-stream will cause you to lose all your previous work.**

Questions Screen

- Go to the "Form" screen at the top right hand site, select Questions, and click Go. This will take you to the "Questions" screen.

- Read the instructions on the screen carefully. Notice the section near the top entitled Rule Topics for Question ____.

- Beneath this title are "Help" buttons for each rule in this section. Clicking on the "Help" button will take you to the section of the Chapter 12 Rules Interpretation Matrix for interpretation of this particular requirement.

Questions Screen, continued

- This "Help" function is in place throughout the site for all CSIP requirements.

- To exit the Chapter 12 Rules Interpretation Matrix, simply close the open window of the matrix.

- Do not use the "Back" function for this purpose.

Questions Screen, continued

- **Enter/paste your answer(s) to this question or sub-question.**

- **You cannot paste more information into the sub-question that space allows (7,000 characters). You will be prompted at the bottom of the screen about how many characters you have used.**

- **7,000 is approximately 3 pages.**

Questions Screen, continued

- **You cannot paste graphs, tables, and charts into the CSIP web system.**

- **If you paste print that is in "bold" into the CSIP web system, the "bold" will be lost when it goes into the system.**

Questions Screen, continued

- **You must click "update" (update means <u>save</u>) after working on a sub-question prior to moving on to another sub-question.**

Questions Screen, continued

- **As you enter/paste CSIP content, remember that your district's plan to improve student learning should emerge.**

- **Check for alignment among the needs data, long-range goals, actions, student evaluation, and program evaluation.**

- **The plan should be clear, concise, and easily understood by people who will access this web site.**

Questions Screen, continued

- **Read the instructions on the screen carefully. When you are satisfied with your answer, look near the top of the screen on the right side. You will see a statement that says, "Our district's team is done reviewing this question, this is our final answer." When that statement is true, check the box directly below the statement, check Update, and move to the next question.**

Questions Screen continued

- **Near the bottom of the screen you will find the "CSIP" Question Navigation system that allows you to navigate from question to question or sub-question to sub-question.**

- **Use the Update button to Save and move to the next question you want to answer. Continue this process until all questions are answered to your satisfaction.**

- **Use the "Help" function as needed to review sections of the Chapter 12 Rules Interpretation Matrix.**

Questions Screen continued

- **Note: As you enter CSIP content into each sub-question/question that addresses requirements, each CSIP requirements will disappear from the requirements list that appears under a constant conversation question.**

- **The disappearance of a CSIP requirement from that list means that you have addressed it—disappearing is a GOOD thing.**

Print Summary Screen

- **At any time you can get a "Print Summary" by going to the "Form" screen at the top right hand site, select Print Summary, and click Go. This will take you to the "Print Summary" screen.**

- **Here you can print a summary of what has been written to this point or if you are finished, you can print the answers to all questions.**

- **You can print the answers to all questions answered by selecting "Comprehensive School Improvement Plan" in the "Select Form" section.**

Print Summary Screen continued

- **You can print a summary of the Other Requirements or Assurances by selecting "Other Requirements" or "Assurances" in the "Select Form" section.**

- **You can print the answers to any of the Constant Conversation Questions by selecting that question in the Select CSIP Question section. You can print the summary of "Other Requirements" by selecting that title or print the summary of "Assurances" by selecting that title. The Print Summary section is designed to give a written copy of the CSIP.**

What is the "Other Requirements" Screen?

- **The Department is using the CSIP web site to gather some <u>additional information</u> from schools that is not incorporated into the CSIP.**

- **This "other" information was not distributed with the original CSIP requirements list, however, all schools should already have the information.**

- **Information can be pasted into the "other" boxes as long as it does not exceed the character count.**

Other Requirements Screen continued

- **At any time you can go to "Other Requirements" by going to the "Form" screen at the top right hand site, select Other Requirements, and click Go.**

- **Read the directions on the screen carefully and enter the requested "Other Requirements" information.**

- **Click Update when finished.**

What is the "assurances" screen?

- Some state and federal requirements that are not incorporated into the CSIP are placed in "assurances." These are obligations that all schools must meet.

- Federal programs/funds selected on the "funding" screen will prompt those assurances for public school districts.

- Remember that "assurances" is one of the compliance monitoring venues.

Assurances Screen

- At any time you can go to "Assurances" by going to the "Form" screen at the top right hand site, select Assurances, and click Go.

- Read the directions on the screen carefully and check the box that indicates that Assurances have been verified.

- Click Update when finished.

What does "certifying" mean?

- "Certify" means that you have double-checked for CSIP compliance codes and the CSIP content is clear, concise, and easily understood. You are ready for the CSIP to be read.

- Public school districts and accredited nonpublic schools will "certify" CSIP content beginning September 1, 2004.

- This provides time to revise if necessary.

Certify Screen

- **When finished, go to Certify by selecting "Certify" on the "Form" screen at the top right hand site and click "Go."**

- **This will take you to the Certify screen. Scroll to the bottom of the screen and complete the CSIP Contact information.**

Exit to Application Menu Screen

- **Selecting "Exit" to Application Menu will take you to Application Menu at the beginning and you can "Exit" the CSIP system from there.**

Whom do I contact for help?

- **If you need assistance with CSIP components and the information on this site, contact Tom Cooley at <u>tom.cooley@ed.state.ia.us</u> or 515-242-5132.**